

Daskalopoulos Director of Education & Public Programmes
Sabbatical cover

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucian Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the newly expanded Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter

Role

The Daskalopoulos Director of Education & Public Programmes shapes education and interpretation policies, public programmes and the overall direction of the Whitechapel Gallery.

The Education and Public Programmes team use the exhibitions programme as the foundation for a wide portfolio of talks, symposia and screenings, alongside community, family and schools activities. In addition the team responds to new developments in a wider cultural context.

In addition to leading a team of six, this role also involves liaison with artists, academics and cultural practitioners, as well as numerous organisations including educational institutions and community organisations, funders from the public and private sectors and other arts organisations in Britain and abroad.

The current Director, Sofia Victorino will be on sabbatical from October 2017 until April 2018.

This position involves reporting to the Director and Trustees, working with the senior management team and representing the Whitechapel Gallery as part of our advocacy and fundraising activities and as a member of the arts community.

Accountability

The Daskalopoulos Director of Education & Public Programme reports to the Director and contributes to the formation of Gallery policy in conjunction with Team Leaders, the Director and the Trustees.

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Job description

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Duties and responsibilities:

Policy

- As a member of the senior management team contribute to the strategic development of the Gallery's vision and aims, with particular responsibility for all aspects relating to education, interpretation and public programme.
- Shape interpretation and engagement strategies around the exhibitions and display programmes in collaboration with exhibitions department
- Structure focus, rhythm and strands of the public programme
- Guide policy and delivery of education and community projects
- Contribute to audience development strategies
- Contribute to publishing initiatives

Programming

- Programme talks, lectures, seminars and conferences with the curator for Public programme that:
 - amplify or complement the exhibitions, commissions and displays in the galleries
 - provide a platform for artists
 - foreground the most important new thinkers and tendencies in art and culture
- Commission and supervise guest curators or partner organisations for film, performance, music and art writer in residence programme
- Build on the curatorial programme for the project galleries with the department's curators
- Work with artists, educators, scholars, cultural practitioners and community representatives

Co-ordination and representation

- Conceptualise and oversee the delivery of public programmes
- Build strategic partnerships with universities, peer organisations and community groups
- Provide information on the education and public programme for the Communications and Development departments
- Respond imaginatively to new directions in funding for the arts and education
- Represent the Gallery's programmes and arts education work to other professional bodies lectures and conferences
- Participate in the Access Advisory Group

Management

- Line manage and support the Education team who comprise: Curator: Public Programmes; Curator: Families; Curator: Schools & Teachers; Curator: Community programmes; and Curator: Youth Programmes
- Line manage freelance employees/consultants/interns, with support from the Administration Manager
- Set, manage and monitor all education budgets liaising with the Managing Director
- Achieve financial targets set by the Trustees, with support from the Development department
- Work with the Director and Managing Director in planning and realising the Education and Public Programmes team's strategic financial, administrative and human resources objectives

- Ensure the continuing monitoring and evaluation of all programmes and that the Department meets its obligations to report to Trustees and funders in a timely and accurate manner.

Fundraising & Networking

The Development Department is principally responsible for raising annual income for the Education programme. You will:

- Ensure effective communication is maintained with the Development Department and fundraising opportunities are identified and exploited
- Monitor education income and expenditure and notify the Managing Director of variances in a timely manner
- Work with the Director's Office, the Administration and Development teams to cultivate and develop relationships with existing and potential funders (local authorities, statutory bodies, trusts and foundations, individuals and corporations) with the aim of retaining and finding new funding and programme partnerships
- Maintain effective cross departmental communication
- Establish relationships with artists, producers and commentators in all areas of cultural and intellectual life
- Cultivate and develop relationships with Gallery professionals, policy makers in arts and education, teachers and key community decision-makers
- Maintain awareness of contemporary art practice, gallery education and issues around access and cultural diversity

Other

- Any other duties as requested by the Director
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation

Person Specification

Essential

- A good knowledge of contemporary and modern art
- An engagement with art history and theory and with current debates in art
- A broad knowledge of current education policy and practice
- Excellent communication skills - the ability to talk persuasively on art, ideas, and educational objectives. A talent for writing, naming and describing projects and initiatives
- A record of managing successful public events or similar experience
- Excellent management skills, both people and project management
- First rate, proven, administration skills and experience of developing efficient and effective administrative systems
- The ability to work as part of a team, motivating and supporting colleagues
- Extensive experience of budget management, business planning and of achieving financial targets
- Experience of managing diverse strands activity, each with a separate funder and reporting requirements
- Commercial awareness
- Experience of raising funds, either individually or collaboratively, for education projects
- Empathy for the Whitechapel Gallery's philosophy and its diverse audiences, and the ability to work with a wide range of people
- Imagination and flair in contributing to the Gallery's programme
- Good IT skills including Word, Excel and databases

Desirable

- Experience of working in a similar role in a comparable cultural organisation
- Experience as a published writer in the fields of either modern/contemporary art or arts education in journals or books.
- A good understanding of a range of art forms: music, performance and film
- Language skills

Conditions of Work

- Fixed term contract: 9 months
- Hours of work: 9.30am – 5.45pm, 4 days per week, plus some occasional weekend and evening work, which will be compensated by time off in lieu.
- Salary: £33,600 4 days per week (£42,000 FTE)
- The period of notice is 3 months in writing on either side
- Probation period: 3 months

In addition, the benefits you are eligible to receive are, subject to availability:

- 25 days annual holiday (pro rata for part-time staff)
- Option of 4.5% of your gross salary provided as employers' pension contribution
- £200 annual travel grant (pro rata for part time staff)
- Discount at the Gallery Bookshop
- Discount at the Whitechapel Refectory / After Hours
- Discounts on editions and publications
- Option to participate in the Busy Bees Childcare Voucher scheme